



JOB OPPORTUNITY

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Announcement Number: 08-603
Position Title: **Planning Specialist**
Series and Grade: PG-0301-9/11/12
Salary Range: \$48,108 - \$90,698 PA
Promotion Potential: PG-12
Opening Date: 06/02/08
Closing Date: 07/14/08
Location of Position: Library Services and Content Management
Office of the Director, Washington, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Full-time
Who May Apply: All U.S. Citizens

Make Your Mark on the reinvention of a major government enterprise. Established by Congress in 1861, GPO is transforming itself as an agency and as a business. We provide other agencies with innovative services for the printing, publishing, storage, and distribution of digital content. The public will enjoy permanent access to digital government information, acquiring it quickly, easily, and with confidence in its authenticity. GPO employees are proud of their abilities and passionate about their craft. Whether your expertise is in putting ink on paper, commanding a digital output system, or engineering the delivery of information online, we'd like to talk to you.

MAJOR DUTIES:

As a Planning Specialist, the incumbent performs analytical and program planning duties including communications planning, program management, and assistance in strategic planning in order to support the needs of the Director, Library Services and Content Management (LSCM) and mission and goals of the LSCM organization, as well as the Federal Depository Library Program (FDLP) and other GPO information dissemination programs. The incumbent carries out substantial projects or major parts of highly complex projects pertaining to permanent public access, electronic information dissemination activities, program administration, collaborations with other GPO offices, agencies, and organizations; and new initiatives and programs. The incumbent participates in the development of presentation materials; and acts as a spokesperson and advocate at professional association conferences, and other events and venues to effectively convey presentations to audiences. The incumbent compiles data and analyzes documentation to serve as the basis for improved work methods and procedures. Provide oral and written reports involving evaluations of the organization, studies and other documentation necessary to sustain operations. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must possess 52 weeks of specialized experience equivalent to at the next lower grade level. Specialized experience is experience, which is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Examples of specialized experience includes: conducting complex feasibility studies using qualitative/quantitative analyses to improve information dissemination systems, processes,

and procedures; and participating in the development of operational or strategic plans pertaining to information dissemination activities and programs.

The incumbent at the **PG-09** or **PG-11** grade level will perform the duties described above as an advanced trainee serving in a developmental capacity under closer supervision and guidance where the work is more closely reviewed to assure compatibility with organizational goals and effectiveness in meeting objectives. At these grade levels, applicants may combine successfully completed education with specialized experience to meet the total 52 weeks as required; ***OR*** substitute graduate level education as prescribed below:

For the PG-09: In addition to completion of a 4-year course of study leading to a bachelor's degree; applicants must possess a master's or equivalent graduate degree ***OR*** have completed 2 full years of progressively higher level graduate education leading to such a degree.

For the PG-11: In addition to the requirements cited above; applicants must possess a Ph.D or equivalent doctoral degree; ***OR*** have completed 3 full years of progressively higher level graduate education leading to such a degree.

At the PG-12 level: Applicants may not substitute or combine education to meet 52 weeks of specialized experience. All qualification requirements must be met by the closing date of this announcement.

NOTE: The selectee may be required to serve a one-year probationary period.

If this position is being recruited at multiple grade levels, applicants must specify for which grade level(s) they wish to receive consideration. Failure to do so will result in the applicant only receiving consideration at the highest grade level for which they are qualified by the Human Capital Office.

HOW YOU WILL BE EVALUATED:

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, and ability (KSA) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSA. When describing your KSAs, please be sure to explain how often you used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSA.

You must submit separate narrative response statements for each KSA with your application package.

Knowledge, Skills, and Abilities (KSAs) required for this position:

1. Knowledge and understanding of planning and operating a new project initiative.
2. Skill in project and process improvement activities, including planning documentation and program evaluation.
3. Ability to plan, perform, and advise on analytical studies, including information gathering techniques.
4. Skill in effective communications in order to inform, persuade, and demonstrate project activities with a variety of audiences.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

STEP 1: Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at http://www.opm.gov/forms/pdf_fill/of612.pdf. If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at: http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf.

STEP 2: Prepare separate narrative responses to each of the KSAs listed in this announcement.

STEP 3:

Current and Former Federal Employees: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Employee Services Center (ESC) in Room C-106. Time in grade requirements must be met by the closing date of this announcement.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

Veterans: Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. If you are claiming 10-point veteran’s preference, you must also attach an SF-15 “Application for 10-Point Veterans’ Preference” plus the proof required by that form. When one application is received, it will be considered under competitive procedures only. Veterans who also wish to be considered under merit promotion procedures, must submit two separate, complete applications. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

Applicants with Disabilities: If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of this position and are eligible for an excepted appointment based on a physical or mental disability.

STEP 4: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below.

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Send your complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov (Please include announcement number in subject line and attach documents in Word or PDF format).

For Additional Information:

Human Capital Consulting Services
Valerie J. Tripp
Phone: (202) 512-2010 Ext. 33271
TDD: (202) 512-1519

To confirm receipt of your application, call: 202-512-1117.

Applicants are responsible for verifying their application has been received in its entirety, regardless of the submission method. Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

PRE-EMPLOYMENT CONSIDERATIONS:

Selectees must successfully pass a drug test, background check, and reference check before appointment. GPO will not pay relocation costs.

BENEFITS:

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.